



Department of
Jobs, Tourism, Science
and Innovation

Native Forestry Transition: Community Small Grants Fund Round 2 Frequently Asked Questions (FAQs)



Native Forestry Transition: Community Small Grants Fund

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1. Who can apply?

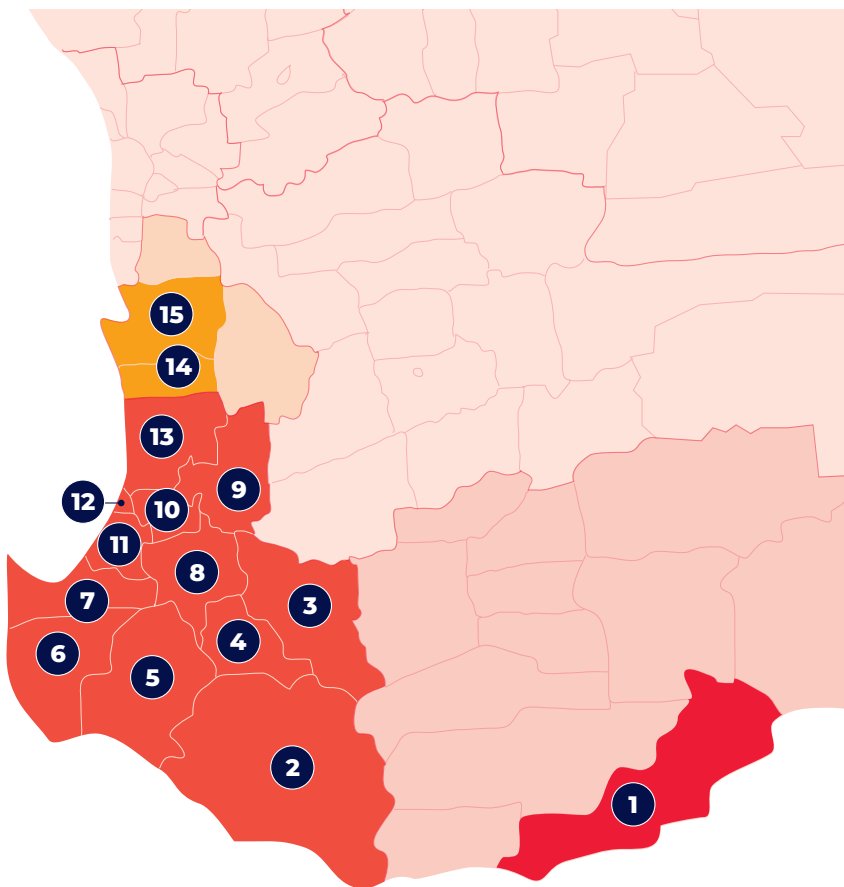
Registered businesses, incorporated not for profit organisations and associations, registered charities and local government authorities can apply.

2. How do I apply?

Applications may only be submitted online at www.nft.smartygrants.com.au/CSGFR2

3. What are the Native Forestry Regions?

The native forestry regions are identified in the image below. Applicants are required to deliver a proposal that will be implemented in, or deliver outcomes in, the native forestry regions.



Great Southern	
1	Albany
South West	
2	Manjimup
3	Boyup Brook
4	Bridgetown-Greenbushes
5	Nannup
6	Augusta-Margaret River
7	Busselton
8	Donnybrook-Balingup
9	Collie
10	Dardanup
11	Capel
12	Bunbury
13	Harvey
Peel	
14	Waroona
15	Murray

The assessment of proposals will be weighted based on level of impact to communities.

Location of Proposal	Weighting
Within the Local Government Areas of Bridgetown-Greenbushes, Manjimup or Nannup.	High
In an impacted LGA within the Native Forestry Timber Regions (Augusta-Margaret River, Boyup Brook, Donnybrook-Balingup, Murray, Waroona)	Moderate
Within another Native Forestry Timber Region not identified above.	Low

4. Do I need to match the funding?

Applicants are not required to provide funding towards the proposal.

5. Do I have to apply for \$100,000?

No, you can apply for any amount up to \$100,000. Applicants will be required to demonstrate how all requested funding will be spent.

6. Can I submit multiple applications?

No. Applicants can only submit one application.

7. Can I apply if I have received funding under another grant Native Forestry Transition program?

Yes, however the proposal must be different and unique to the previous successful application.

8. Can I apply under an auspice?

No, applicants need to sign an agreement directly with the state.

9. Can I apply as a group or collaboration?

Collaborative or partnered applications can be considered, however there must be a single point of accountability for the grant. The accountable applicant must meet the eligibility criteria and be able to enter into an agreement with the Western Australian Government.

10. Do I need to have insurance?

Applicants will need to hold Public Liability insurance in the minimum amount of \$10 million per claim, and insurance to cover the full replacement value of any assets purchased with grant funding. Depending on the nature of the proposal, additional insurance cover may be required.

For one-off events, these insurance costs may be included as part of the proposal costs. If you are successful, insurance requirements will be clarified and documented as part of the grant agreement process.

11. Do I need to have approvals in place?

Proposals must be completed within 12 months of executing the agreement. Any approvals required to deliver the proposal should be identified in the application with the status clearly articulated. Proposals with approvals pending can be considered if the approval pathway and timelines demonstrate the proposal can be delivered within 12 months.

12. How long will it take to assess my application?

It will take approximately 12 weeks for applications to be assessed from the date the round closes. If the assessment process takes longer, we will notify you by email.

13. Do I need to sign a grant agreement?

Yes, all successful applicants will need to sign a grant agreement.

The agreement will be negotiated between the NFT team on behalf of the Western Australian State Government and the successful applicant. It will be signed within 12 weeks of the funding offer. If an agreement cannot be negotiated with the successful applicant in that time frame, the funding offer may be withdrawn.

14. When do proposals have to start and finish?

Funded activities cannot commence until a grant agreement has been executed. Given the time required for assessment of applications and to execute agreements, applicants should anticipate proposals may commence from August 2024.

Timelines will be agreed between both parties when signing the grant agreement, but proposals must be completed within a year of the signing of the grant agreement.

15. Will payment be made on reimbursement or on milestones?

Grant payments to successful applicants will be paid via milestones negotiated through finalisation of the grant agreement.

16. Can I commence my proposal before I have received the grant funding?

Applicants are required to demonstrate that they can substantially commence the proposal within 6 months. However, no retrospective funding can be claimed or will be awarded under this Grant.

If the applicant does invest capital into a proposal before approval and the disbursement of CSGF funding, it is entirely at the applicant's own cost and risk.

17. Can I apply for funding for a facility?

Yes, however core business and operational activities are not eligible for funding. The general repair and replacement of equipment would be considered part of ongoing operational costs.

However, funds to add new, reopen or expand facilities can be considered. Applicants will need to articulate the current operational and/or asset management in place for the facility which demonstrate the ability to sustainably manage the facility into the future.

Applicants also need to demonstrate the need and benefit of the facility to the community.

If you are thinking about applying for funding in relation to a facility, it is advised you contact nftenquiries@swdc.wa.gov.au to discuss the proposal further.

18. Do I need a business plan?

No, however a business plan may support your proposal. It is anticipated that a wide range of proposals will be submitted, and it is up to the applicant to determine what supporting documentation best substantiates an individual proposal.

19. Do I need to declare my grant as income?

JTSI cannot provide taxation advice regarding the tax treatment of the grant funds.

Applicants are advised to seek professional tax advice on individual requirements prior to lodging an application.

Definitions and Terms:

Evidence

Evidence is the documentation, data and information that substantiates claims made through the proposal.

Evidence is crucial for demonstrating the merit, positive outcome and ability to successfully implement the proposal through the allocation of grant funds. Evidence can be:

- » Anecdotal (based on personal accounts/experience); or
- » Empirical (based on research, data and documented observations).

Anecdotal evidence can provide qualitative insights into your proposal and help illustrate specific elements. However, this should be supported by real-world data through empirical evidence.

Examples of evidence that might be relevant include:

- » Statistical and financial reports.
- » Case studies, success stories or media coverage.
- » Surveys, feedback or letters of support.
- » Industry or government strategic plans or data.
- » Socioeconomic data.
- » Quotes, estimations and evaluations.
- » Letters of support, approvals, agreements and formal commitments.

Letter of Support

A letter of support is a third-party endorsement that supports the claims of the proposal and/or the ability of the applicant to deliver. As such, it is important to consider the best organisation and people to support.

Tips for letters of support:

- » State how long and/or the type of relationship with the organisation.
- » Make a direct and strong connection to the proposal.
- » Consider who is the best person and organisation to support, and ensure letter explains why it's relevant for the person to be writing the support.
- » Clearly state why funding is necessary, demonstrate why the proposal is needed and provide confidence of delivery.

Letters of support can also outline any monetary or in-kind support provided to the proposal.

Enduring impact

The grant aims to support proposals that can demonstrate sustained, long-term positive outcomes from the implementation of the funding. Applicants should therefore demonstrate how proposals will support the community over an extended period, and not create a dependency on ongoing funding to support the outcomes.

Market analysis

An examination of the local or targeted market to identify the needs and opportunities which support the proposal. This can include demographic analysis, competition analysis, SWOT analysis and/or benchmarking.

Jobs

Applicants should articulate the number and type of direct and indirect jobs that are expected to be generated through the proposal. Contractors appointed to deliver construction/building activities of proposals are not included as jobs. Proposals which create direct long-term jobs are more favourable under the grant objectives.

- » Direct employment is the term used for the workers employed by the business/organisation.
- » Indirect employment refers to the broader job creation generated as a result of the proposal.

While the number, type and skill level of jobs created is an important aspect of the assessment, applicants must be able to substantiate the jobs identified.



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